

**Middlesex Community College**  
**Educational Assistant – Institutional Development Accounting Associate**  
Part-Time 17 hours a week

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

<b>Open To:</b>	The Public
<b>Location:</b>	Middlesex Community College
<b>Hours:</b>	Part-Time, 17 hours a week
<b>Salary:</b>	\$24.94 per hour, plus participation in a State retirement plan
<b>Closing Date:</b>	Applications will be accepted until position is filled but no later than August 21, 2015. Applications will be reviewed as they are received.
<b>General Requirements:</b>	<p>Associates Degree in accounting or related field. Experience working with QuickBooks; Little Green Light or other donor software; basic computer skills including Microsoft Office and Outlook; as well as the ability to analyze and gather data utilizing an Excel database. Strong ability to organize financial records and donor data in a fast-paced giving environment.</p> <p>Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position. Appropriate references must be provided. Exceptions to the degree requirements may be made for compelling reasons.</p>
<b>General Responsibilities:</b>	<p>Office management responsibilities include processing donations and bank deposits; preparing donor gift acknowledgements with receipts; entry, update and maintenance of accurate donor records (both electronic and hard copy); preparation of financial reports for the Foundation Board; and support for the Foundation audit process.</p> <p>This position calls for someone who can create and maintain good relationships with donors, College volunteers and other staff members who are working as a team to develop and provide oversight for resources to serve Middlesex Community College and its students. This position also calls for an individual who can support the work of the Associate Dean of Development (ADD) in organizing the planning and production of Foundation initiatives including the annual appeal, annual report and audit, Board meetings and fundraising efforts that rely on financial planning, as well as budget development and reporting to accomplish strategic goals.</p>
<b>Substitution Allowed:</b>	Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
<b>Note:</b>	The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
<b>Application Instructions:</b>	<p>Send letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), and the names of three references to:</p> <p>Cheryl Dumont-Smith Associate Dean, Development Middlesex Community College 100 Training Hill Road Middletown, CT 06457 Or, email: CDumont-Smith@mxcc.edu Or, fax (860) 343-5839</p>

For more information about Middlesex Community College please visit our website, [www.mxcc.edu](http://www.mxcc.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, [gfordham@mxcc.edu](mailto:gfordham@mxcc.edu), 203-608-3011.